

City Administrator Evaluation
January 1, 2025 – December 31, 2025

Evaluation Process

1. Blank Evaluation Forms Are Submitted To The City Council by the City Administrator
2. City Administrator Submits A Self-Evaluation To City Council for Their Review
3. Evaluations Completed by Councilmembers Are Submitted To Mayor Kantor and Summarized
4. Summarized Evaluations Are discussed with the City Administrator and City Council at an upcoming meeting

Evaluations Definitions

The purpose of an evaluation should **not be** to end up with a "grade". Thus, it is anticipated that the resulting document will be in the form of a narrative. The evaluation format is simply a tool to accomplish two purposes:

- a) Have good communication, which can help in an individual's development
- b) Provide input to the preparation of the plans and goals for the year ahead.

The performance rating definitions are outlined below

- **Don't Know**- Insufficient observation to make an objective evaluation.
- **Unsatisfactory**- Significantly fails to perform in a satisfactory manner. Detracts from overall performance, requiring concentrated effort to improve within the year.
- **Needs Improvement**- Meets most requirements in this category but falls short of a fully satisfactory performance in meeting expectations.
- **Meets Expectations**- Competently performs all duties and responsibilities in this category in a fully satisfactory and consistent manner.
- **Exceeds Expectations**- Performs in a manner that typically exceeds the performance level one would expect for this position. Brings something "extra" to the job in the way of ideas, judgment, initiative, etc.
- **Outstanding**- Truly exceptional. Exceeds expectations in every respect. Performs in a manner that one would anticipate is significantly better than peers in similar positions.

Note:

Recommendation: City Administrator Evaluation

A. **Relationships/Council**

- 1) Communicates well with Council, keeping them informed of issues and events which may concern citizens.
- 2) Is well prepared for Council meetings, provides adequate pre-work, and is appropriately helpful during Council meetings.
- 3) Makes sound recommendations for Council action and development of priorities.
- 4) Is open and responsive to input from and the needs of Council members.

Notes:

Recommendation:

B. Relationships/Others

- 1) Assures good communication with the community and shows sensitivity to the needs and concerns of citizens.
- 2) Keeps in contact with and provides (directly or by staff) appropriate guidance and assistance to City committees and boards.
- 3) Maintains positive working intergovernmental relationships (i.e., surrounding cities, counties, etc.)
- 4) Maintains positive working relationships with business owners in the city and their employees, both directly and through the city's Economic Development Director.

Notes:

Recommendation:

C. Staff Management

- 1) Has a high-quality, well-motivated staff and supports professional development and career pathing.
- 2) Manages the staff well, including good delegation, communication, and the process of periodic re-evaluations.
- 3) Creates an office culture that is positive and welcoming, encouraging teamwork and a sense of family among staff.
- 4) Retains employees to the greatest degree possible.

Notes:

Recommendation:

D. Budget and Financial Management

- 1) Administers a budget process that provides the Council with quality information and data on which to make budget decisions.
- 2) Assures a budget that fits within a long-range plan, which recognizes the future financial needs of the town.
- 3) Provides a system, including appropriate reports to Council, which monitors and controls expenditures vs. budget.
- 4) In partnership with the city's Financial Director, provides council with clear explanations of the content of the city's budget and any budget amendments proposed by the City Administrator.

Notes:

Recommendation:

E. City Services

- 1) Assures the long-term existence of an adequate infrastructure for the town.

- 2) Maintains City services at a high-quality level consistent with City resources.

Notes:

Recommendation:

F. Program Management

- 1) Recommends and prioritizes programs consistent with City resources.
- 2) Assures approved programs are delivered on schedule and within budget.
- 3) Keeps Council apprised of any anticipated variances so they may be approved in advance.
- 4) Partners with City Council and the Planning Commission to assess the performance of the city's contracted city planning provider on an annual basis.

Notes:

Recommendation:

G. Leadership

- 1) Creates an image of Lathrup Village as a quality community through their personal activities within the City and the region.
- 2) Maintains, through their activities outside the town, a leadership role that enhances the ability of the City to influence decisions that will impact Lathrup Village.

Notes:

Recommendation: